

How Do I Lookup a Setup Table

SCENARIO: Look up a Department ID.

STEP 1:	Select the menu hyperlinks in the following order: Setup HRMS> Foundation Tables, Organization, Departments
Expected Results:	You should now see the Departments search page.

STEP 2:	Type the first digits of the Department ID (minimum 3 digits or agency number) in the "Department" field and click Search .
Expected Results:	A search result list will display showing all departments that begin with the digits you entered.

STEP 3:	Click on any hyperlink for the Department ID that you wish to view.
Expected Results:	The Department Profile page will display.